

# How to Freeze an Audit in Degree Works for Graduation (Undergraduate)

updated April 2021

1) Log in to Degree Works.

2) Enter the V number for the the student record you will be reviewing.

3) Press the Refresh and Process buttons.

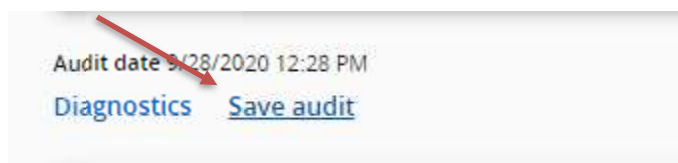
*\*It is very important that you click Process before freezing. If you do not process, the freeze may not apply or you could inadvertently overwrite an existing freeze.*

The screenshot shows the Degree Works interface for a student. At the top, it says "Data refreshed 9/28/2020 12:28 PM" with a refresh icon. Below this is a search bar with fields for "Student ID" (with a red arrow pointing to a refresh icon), "Name" (Student, Ram), and "Degree" (Bachelor of Science). Underneath is an "Advanced search" section with various filters: Level (Undergraduate), Classification (Sophomore), Major (Sociology), Program (Sociology-B5), College (Humanities and Sciences), Registration Holds (No), Cumulative GPA (3.463), Matriculation Term (B5-SOC-Fall 2011, MT-TCH-EDCH-Fall 2015), Effective Catalog (B5-SOC-Fall 2018, MT-TCH-EDCH-Fall 2015), Other Programs of Study (Yes), and Total Earned Credit Hours (48). Below the filters are tabs for "Academic", "What-If", "Financial Aid", and "Athletic Eligibility". On the right, there is a "View historic audit" dropdown menu with a red arrow pointing to it. At the bottom, there is a "Format" dropdown (Student View), a "Degree progress" section with a progress indicator, and two checked checkboxes for "In-progress classes" and "Preeregistered classes", followed by a "Process" button with a red arrow pointing to it.

4) Review the student's record to ensure that they meet the requirements for graduation. All classes should be complete or in progress. If there are incomplete requirements, you may freeze the audit at the preliminary level if you are certain the requirements will be fulfilled by the end of the semester. Ensure any necessary substitution/waiver requests have been submitted. *Audits must be at 100% completion for any of the Final Graduation Authorizations ("Final Freezes") to be issued.*

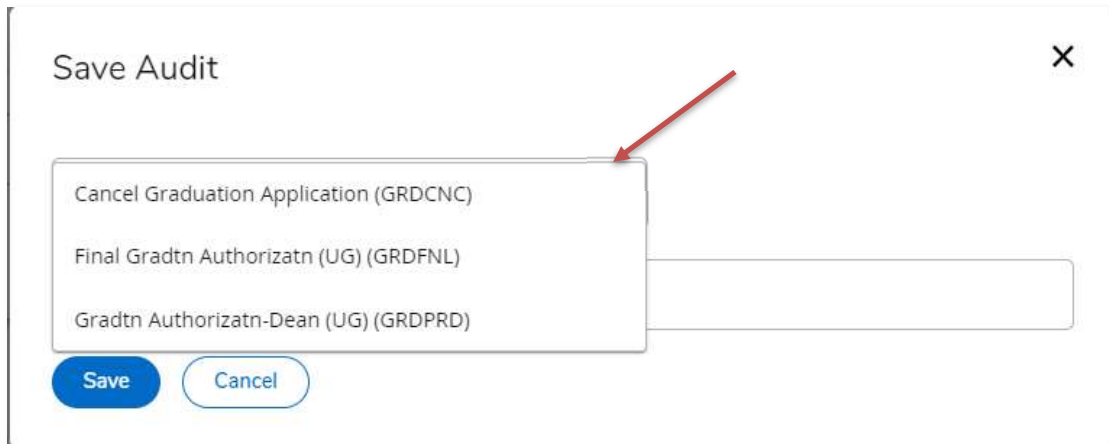


5) Click the "Save Audit" link, (located below the degree progress box).



6) From the drop-down menu, select the appropriate Freeze option. You will only be presented with the options that have been assigned to you.

- Prelim Gradtn Auth-Adviser(UG)
- Prelim Gradtn Auth-Chair (UG)
- Gradtn Authorizatn-Dean (UG)
- Final Gradtn Authorizatn (UG)



*If you are able to Freeze at the **Undergraduate (UG)** and **Graduate (GR)** level please take the time to ensure you are selecting the correct Freeze option*

7) Enter a description if necessary:

**Do you need to enter a description in the box?**

- *Are you freezing the audit for a student's minor? Yes, you must enter a description.*

Enter this information in the description box:	Examples
Minor-<insert minor code or description of the minor you are approving>	Minor-SPA or Minor-Spanish

- *Are you freezing the audit for a student who is earning a double major? Yes, you must enter a description.*

Enter this information in the description box:	Examples
Double-<insert program code or description of the program you are approving>	Double-BA-HIS or Double-History

- *Are you freezing the audit for a student who is earning a dual degree? Yes, you must enter a description.*

Enter this information in the description box:	Examples
Dual-<insert program code or description of the program you are approving>	Dual-BA-HIS or Dual-History

- Are you freezing the audit for a student who is earning a certificate? Yes, you must enter a description.

Enter this information in the description box:	Example
Certificate-<insert program code or description of the certificate you are approving>	Certificate-CPU-STA

- Are you freezing the audit for a student who only has one major? No. You do not need to enter a description in the box. Please do not enter your name in the box.

8) Click the **Save button** after you have selected an option from the drop-down menu.

The pop-up message at the top of the audit will confirm that your freeze has been saved successfully.



If you'll need to freeze the audit again (perhaps you are responsible for freezing for a major and a minor, or the student is pursuing 2 majors within your discipline area), *be sure to press the Process New button before freezing the audit a second time.*

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## Viewing Frozen Audits in Degree Works

- 1) Select the View Historic Audit drop down on the right side of the Degree Works window, under the student context information.



- 2) From the drop-down menu, you can see all of a student's frozen audits.

A screenshot of a list of frozen audits. The list contains eight entries, each with a date, time, and freeze code. The entries are: 9/28/2020 at 2:33 PM UG/BS GRDPRD, 9/28/2020 at 12:28 PM GR/MT, 5/21/2018 at 9:34 AM UG/BFA, 5/10/2016 at 4:17 PM GR/MT GRLPAF, 5/10/2016 at 4:17 PM GR/MT GRDPDP, 5/10/2016 at 4:17 PM GR/MT GRDPAP, 5/10/2016 at 4:17 PM GR/MT GRDPAF, and 5/10/2016 at 4:16 PM GR/MT GRDPCP.

9/28/2020 at 2:33 PM UG/BS GRDPRD
9/28/2020 at 12:28 PM GR/MT
5/21/2018 at 9:34 AM UG/BFA
5/10/2016 at 4:17 PM GR/MT GRLPAF
5/10/2016 at 4:17 PM GR/MT GRDPDP
5/10/2016 at 4:17 PM GR/MT GRDPAP
5/10/2016 at 4:17 PM GR/MT GRDPAF
5/10/2016 at 4:16 PM GR/MT GRDPCP

If you're looking for a particular type of freeze, you can find the freeze code at the end of the description. Those freeze codes are explained as follows:

<u>GRDPRA</u>	Prelim Gradtn Auth-Adviser(UG)
<u>GRDPRC</u>	Prelim Gradtn Auth-Chair (UG)
<u>GRDPRD</u>	Gradtn Authorizatn-Dean (UG)
<u>GRDFNL</u>	Final Gradtn Authorizatn (UG)

- 3) Once you have selected the frozen audit you wish to view, click on it.

- 4) The frozen audit will load with detailed information about the freeze, including name of the person who froze the audit, the date it was frozen, the freeze type used, and any details in the description box (graduate freezes should not have description). This information can be found under the degree progress bar, right above the degree block.

Audit date 9/28/2020 2:33 PM  
Frozen by: Smith, Ashley R on 9/29/2020 - (Gradtn Authorizatn-Dean (UG))

Still have questions? Please contact the Degree Audit Office in Records and Registration at [degreeaudit@vcu.edu](mailto:degreeaudit@vcu.edu) or (804) 827-1673.